



## **OnTarget CPA Fee Structure**

**OnTarget CPA prides itself in providing value-driven accounting services in a timely and cost-effective manner.**

### **General Information**

OnTarget CPA's fee for services are based upon the amount of time required at our standard billing rates plus out-of-pocket expenses. Fees may vary based on the complexity of the work to be performed, the completeness and accuracy of information we receive, and the professional time expended on client work. Hourly rates vary depending on the staff member completing the work. Hourly rates are subject to periodic adjustment, typically in December of each year. Currently, our hourly rates range from \$140-320 per hour.

Payment is due upon completion of work and/or receipt of an invoice.

Statements are prepared and sent to client each month showing the work performed, the professional staff members performing the work, the time expended, and any direct expenses incurred such as certified mailing costs.

Retainers may be required for larger jobs, such as back-tax filings and IRS resolution work, or as deemed necessary by OnTarget CPA. Retainers may be applied to the first or final billing.

### **How much does OnTarget CPA charge for a tax return?**

OnTarget CPA's fee for services are based upon the amount of time expended on preparation of the return. This varies based on the type and complexity of the return, the level of completeness/timeliness of information received. OnTarget may need to perform additional accounting, research, or tax resolution services incidental to the preparation of tax returns which will be billed at our standard rates.

### **Cost Control Measures**

OnTarget CPA is committed to providing value-added services while keeping costs reasonable. Some of our cost-control efforts include:

- Assigning work to the appropriate level staff member
- Fees incurred on behalf of clients are billed at cost
- We do not accept any commissions or fees from third parties and negotiate preferred pricing for our clients
- No charge for staff overtime
- No charge for 1<sup>st</sup> class mailings



### **How can clients keep costs down?**

- Provide tax and accounting documents in a timely, organized manner
- Respond to questions and requests for more information in a timely manner
- Provide information well in advance of filing deadlines

### **What happens if I am audited, need help with the IRS or state, or need assistance throughout the year? Is this included in my tax return preparation cost?**

If you are audited or need help setting up a payment plan, handling IRS notices, need tax planning or other advice, our team of professionals is here for you throughout the year.

Our fees for the preparation of the tax return are just for the preparation of the return and do not include additional services such as audit representation, setting up a payment plan, penalty abatement, handling IRS notices, tax planning or other advice. We charge based on our standard hourly rates for all additional work or follow up with governmental agencies requested by clients.

Should you receive a notice due to us missing something on your return that was provided to us during the return preparation or there is an issue with a vendor that we referred you to, we will resolve these matters free of charge.

### **Payment Options**

Payment to OnTarget CPA can be made by check, credit card, direct ACH debit, or online at <https://ontargetcpa.com/pay/>. In certain cases, payment plans may be available.